

WorkFirst Training Options

The matrix below describes current WorkFirst policy. (Last updated September 2002)

	BASIC EDUCATION	SKILLS ENHANCEMENT	VOCATIONAL EDUCATION	HIGHER EDUCATION	CUSTOMIZED JOB SKILLS TRAINING (was pre-employment training)	HIGH WAGE/ HIGH DEMAND
E-JAS codes	BE, ES, GE, HS	JT	VE (VU after 12 months)	VU	PE	HW
Definition of training options	Basic academic skills can include WorkFirst Family Literacy, with job readiness and parent education.	Work-related foundation job skills – not tied to specific job	Certificate/degree for a specific occupation from a public/private technical college or school -community college -tribal college	Degree in an area of study or occupation (up to 4 yrs)	FT individualized or group training for a specific job with a higher than average starting wage than the average for all regional WF job entries. May include integrated basic skills. (Typically up to 22 weeks of training and may allow up to 4 weeks prep)	FT training options (up to 12 calendar months) that will lead to a certificate or degree that will lead to employment in a high-wage, high-demand field
Example	High school/ GED & ESL	Word processing	Certified medical records technician	Licensed practical nurse	Certified medical records technician	Computer Technology/ Health Care
Add to IRP when:	20 hours paid/unpaid work or job search Up to 12 months full time if gone through job search w/o finding a job Seasonal worker 19 years old or younger	Short-term and is combined with job search. Work 20 hrs/wk (or 16-19 hrs/wk work study) Seasonal worker	Work 20 hrs/wk (or 16-19 hrs/wk work study) Seasonal worker LEP and can't get skills via WEX, PET, or OJT In an approved internship or practicum	Do not approve, but client can pursue on own (w/o supports) If combined with work or work study, it meets WF participation requirements	When approved by Community/Technical College Client may start with up to four weeks of (preferably) open-entry, open-exit preparation training and enter CJST within 30 days.	When approved by Community/Technical College Degree completion requires exception to policy approval by State Board for Community and Technical Colleges.
Child Care	Child care for work, work activity and class time with no time limit	Child care for work, work activity and class time with no time limit	Child care for work with no time limit. 1 year time limit for child care for class time.	Child care for work with no time limit. No child care for class time (unless in approved HWHD).	Child care for up to 30 days before CJST starts. Child care for up to 22 weeks of CJST.	Child care until start of next quarter. Child care for up to 12 months of high-wage/high-demand training
Reporting requirement	Monthly – e-JAS Monthly – e-msg	At the end of the activity	Quarterly – e-msg	Quarterly	Monthly – e-JAS Immediate for non participation– e-msg	Quarterly – e-msg
WAC Reference	388-310-0900	388-310-1050	388-310-1000	388-310-1000	388-310-0600	388-310-0600

